




**The College of New Jersey**  
**Office of Campus Police Services**



<b>CAMPUS POLICE DIRECTIVES/ORDERS</b>	<b>Effective Date:</b> 5/1/2024	<b>Order Number:</b>
	<b>Rescind/Amend/Replaces:</b>	<b>Issue Date:</b> 5/1/2024
<b>Title:</b> Recruitment Program		
<b>Related Documents:</b>		<b>Accreditation Standard:</b>
<b>Distribution/Special Instructions:</b> All Police Personnel		<b>Number of Pages:</b> 3
<b>Issuing Authority:</b>  <b>Chief of Police (signature):</b> 		<b>Revision Date:</b>

**I. PURPOSE**

The purpose of this policy is to establish the department's role in recruiting individuals for entry level sworn positions. The department's hiring and recruiting process is designed to ensure equal opportunity to all for employment and recognizes an ethnically and gender diverse police force can best serve the campus community.

**II. POLICY**

It will be the policy of the department to take an active role in the recruiting of applicants for sworn positions. The department recognizes that the best recruiters are the men and women who are currently serving in those sworn positions. Therefore, every member is charged with actively recruiting individuals they feel are qualified and will be an asset to the department.

The department's personnel programs are regulated by the NJ Department of Personnel therefore the department's recruiting and job announcements are somewhat limited by state rules and regulations.

**III. PROCEDURE**

**A. Recruitment Activities**

1. In addition to encouraging members to serve as active recruiters the department will also take an active role in other recruitment programs. This will include participation in programs that include but are not limited to the following:

- a. The department will establish and maintain contacts with community organizations and leaders for assisting with recruitment efforts and for referrals.
  - b. The department will provide community organizations, educational institutions, and other places frequented by the public with recruitment materials for display and distribution, and will offer to conduct presentations regarding careers in law enforcement.
  - c. An alternate method of hiring is employed and authorized by the NJ Department of Personnel. The hiring of a security officer, an unclassified position, is authorized at state colleges and is implemented by this department.
2. Members will be provided with information so that they are knowledgeable in personnel matters especially equal employment opportunity and affirmative action programs as they pertain to department management and operation. Those topics should include:
- a. recruitment needs and commitments
  - b. career opportunities
  - c. salaries, benefits, and training
  - d. federal and state hiring guidelines
  - e. hiring guidelines for unclassified positions (Class 2 or Alternate Route, PTC waiver able)
  - f. community information
  - g. cultural diversity
  - h. qualifications and selection process
  - i. physical and medical requirements
3. Members will also be provided with the following information when participating in recruitment activities:
- a. Department organizational chart
  - b. Affirmative action plan
  - c. Current contractual agreements
  - d. Demographic data sheets
  - e. NJ Department of Personnel Bulletins

f. General Employment Applications

B. Law Enforcement Testing Announcements

1. The NJ Department of Personnel and not the police department conducts written examinations for sworn positions within the department. The Department of Personnel schedules the tests in accordance with their policies and not at the request of the department. The department is notified when a test is scheduled.
2. The department will acquire NJ Department of Personnel test announcement bulletins for distribution at police headquarters, the main academic building, residential housing areas, and other public places in an effort to encourage qualified individuals to take the test. A posting may also be placed on the department's website announcing the test.
3. The NJ Department of Personnel bulletins will identify the department as an equal opportunity employer.

C. Accepting Applications

1. The department will accept and hold on file all applications received. However, anyone submitting an application will be advised that hiring is done from the list of qualified applicants provided by the NJ Department of Personnel. Interested applicants will be provided with a test announcement bulletin advertising test filing dates if available.

D. Evaluation of Recruitment Plan

1. The Captain will conduct an analysis of the department's recruitment plan every three years to evaluate the agencies goal of achieving a sworn work force that is representative of the community it serves.
2. The Chief of Police may revise/reissue the recruitment plan as needed.

*Any changes that need to be made in regard to this policy shall be brought to the attention of the Chief of Police immediately.*

# TCNJ Campus Police Services Diversity Recruitment Plan

The College of New Jersey (TCNJ) Campus Police has a comprehensive diversity recruitment plan to increase the representation of diverse groups within our department.

## Goals

1. **Increase Representation:** Enhance the diversity of the campus police department to better reflect the demographics of the student body and surrounding community.
2. **Promote Inclusion:** Foster an inclusive environment where all officers feel valued and supported.
3. **Strengthen Community Relations:** Build trust and improve relationships between the campus police and the diverse student population.

## Objectives

### 1. Outreach and Recruitment

- **Community Partnerships:** Partner with local community organizations, high schools, and colleges to promote careers in campus policing.
- **Diverse Job Fairs:** Attend job fairs that focus on diversity to reach a broader pool of candidates.
- **Targeted Advertising:** Use advertising in diverse media outlets.

### 2. Recruitment Processes

- **Bias-Free Hiring Practices:** Implement unbiased recruitment and hiring practices, including diverse hiring panels and standardized interview questions.

### 3. Retention and Development

- **Internships with Campus Police:** Internships for students who aspire to become law enforcement.
- **Professional Development:** Provide ongoing training in cultural competency, implicit bias, and diversity issues.
- **Inclusive Policies:** Ensure workplace policies promote work-life balance and inclusivity, such as flexible scheduling and support for family commitments.

#### 4. **Community Engagement**

- **Diversity Training for All Officers:** Regular training on diversity, equity, and inclusion topics for all campus police officers.
- **Student and Community Involvement:** Create advisory partnership with student government and a liaison to Campus Police
- **Open Forums:** Host forums with Student and faculty groups to discuss community concerns.

#### 5. **Evaluation of Recruitment Plan**

- **Regular Assessments:** Conduct periodic assessments of recruitment, retention, and community engagement efforts to ensure goals are being met.
- **Transparency Reports:** Publish annual reports on diversity metrics, recruitment outcomes, and progress towards objectives.
- The Chief of Police shall revise the recruitment plan as when necessary.